



Statewide Hazardous Materials Abatement Program Instructions

Overview of the Program:

The Department of Administrative Services – Construction Services (DAS/CS) administers the Statewide Hazardous Materials Abatement Program (HazMat Program) which provides funding for State Agencies for the removal or encapsulation of asbestos and other hazardous materials in state buildings in accordance with State Contracts 19PSX0120 for indoor air quality testing, monitoring and consulting services, and 20PSX0154 for the rehabilitation, abatement and removal of hazardous materials.

Eligible projects generally include routine renovation or repair projects involving suspected or discovered hazardous materials requiring abatement. Funding may be used for:

- 1) Studies or analyses to identify hazardous materials and how best to abate them;
- 2) Abatement of hazardous materials by removal or encapsulation; and/or
- 3) Limited demolition that removes hazardous materials as part of the abatement process.

Submitting an Application:

Email a completed [Form 1165 – Request for Hazardous Materials Assistance](#)¹ to DAS/CS HazMat Program Manager [Matthew Pafford](#) at das.technical.review@ct.gov. To be complete, an application must include the following, as applicable:

1. For Environmental Consultant services under Contract 19PSX0120 (eg. investigation, monitoring, clearance testing, reporting):
 - a. Consultant services less than \$10,000: A Client Agency may select a single consultant, based on factors including the consultant's special expertise, past performance, project knowledge, time sensitivity, etc, to provide a detailed work plan and cost estimate in accordance with awarded contract rates, or
 - b. Consultant services equal to or greater than \$10,000: A Client Agency shall request a work plan and cost estimates in accordance with awarded contract rates, from all eligible consultants under Contract 19PSX0120, and the Client Agency shall provide a minimum of (a) two cost-estimates and (b) verification that it requested proposals from the remaining consultants;
2. For Abatement Contracting services under Contract 20PSX0154 (abatement/remediation activities):
 - a. A Client Agency requesting abatement services for a project in which the total project costs are less than \$500,000: A Client Agency shall request a scope of work plan, schedule and cost proposal based on awarded contract rates from all eligible contractors under Contract 20PSX0154, and the Client Agency shall provide a minimum of (a) three cost-estimates, and (b) verification that it requested proposals from the remaining contractors.

Note that projects where total project costs exceed \$500,000 are ineligible under this program and must follow the public bidding process identified in [Form 1105-Capital Project Initiation Request](#)¹, and must use project funds for any hazmat-related services.

In limited instances, DAS/CS may authorize the use of HazMat Program funding in response to an emergency condition as described in the Emergency Use of HazMat Funds section of these instructions, or as approved at the discretion of the DAS Deputy Commissioner.

¹ Forms 1165 and 1105 can be found in the [DAS/CS Library – 1100 Series – Project Initiation Forms](#);



Statewide Hazardous Materials Abatement Program Instructions**Overview of the Review and Approval Process:**

Applications are reviewed by the DAS/CS HazMat Program Manager for eligibility, and a consultant and/or contractor is assigned to the project. The Client Agency will receive notification via email of the approval and assignment.

DAS/CS staff, or a Construction Administrator or Project Manager (CA/PM) acting on behalf of DAS/CS, will schedule a scope review meeting with the Client Agency and the assigned consultant and/or contractor to review and clarify the scope of work. After completing the scope review meeting, DAS/CS staff or the CA/PM will make a recommendation to the DAS Chief Architect to approve or deny a notice to proceed.

Upon approval, the Client Agency will be notified via email and receive a digital copy of the 1165 form signed by the DAS Chief Architect authorizing the use of the funds and granting the agency notice to proceed. The agency may then proceed with the project.

If at any point in the process an application is denied, the Client Agency will be notified via email and DAS/CS shall specify the reason for denial and any corrective action to be taken by the Client Agency.

A typical Client Agency project will include multiple 1165 applications. An agency's first application will include a request for consultant services under Contract 19PSX0120 in order to investigate and identify hazardous materials and to develop an abatement work plan.

After completing the investigation and work plan, the client agency will then submit a second 1165 request for abatement/remediation services under Contract 20PSX0154, that may also include additional consultant services under Contract 19PSX0120 to conduct air monitoring during the abatement, clearance testing, and compliance reporting.

Properties that have previously identified hazmats, either through previous investigations or as part of an ongoing abatement project, may forego additional investigation if the existing information is up to date and sufficient to develop an accurate scope of work for abatement.

Changes in Project Costs or Scope

Projects estimates approved through the 1165 process are generally considered to be not-to-exceed pricing. Minor changes to scope or project costs may be approved at the discretion of the DAS Chief Architect but are generally limited to unanticipated changes/costs that occur during the project's execution.

For minor changes that arise during project execution, the Client Agency shall provide a written description and justification of the changes to DAS C/S. Proposed changes will be reviewed and payment will be approved or denied at the discretion of the DAS Chief Architect.

Whenever substantial changes to scope or project costs occur, or are anticipated, the Client Agency shall immediately notify DAS C/S in writing, and DAS shall provide guidance on how to proceed. Substantial changes to scope or costs may result in restarting the 1165 process.

Emergency Use of Hazmat Funds:

Under this program, an emergency is defined as a condition which presents an immediate threat to the health and safety of any persons, and/or disrupts the normal operation of the agency (or portions thereof) and requires the commencement of hazmat services within a twenty-four (24) hour period.

Prior to commencing any hazmat work, the Client Agency shall submit an 1165 Form to DAS/CS that:

- 1) thoroughly describes the scope of work,
- 2) identifies the project as an emergency meeting the definition above, and
- 3) identifies the consultant(s) and/or contractor(s) performing the work.



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Emergency requests do not need to include work plans or cost estimates from consultants or contractors. The Client Agency may begin work immediately after notifying DAS C/S (no DAS pre-approval is required during an emergency).

At the conclusion of the project, the consultant/contractor shall provide an itemized invoice for time and materials for services performed, and payment will be made in accordance with the approved rates in the appropriate state contracts. DAS/CS reserves the right to reject payment at the discretion of the DAS Chief Architect.

The Client Agency and the consultant and/or contractor is still responsible for following all applicable state and federal requirements, the terms and conditions of Contracts 19PSX0120 and 20PSX0154, and any corresponding DAS policies.

Notification and Reporting Requirements:

Consultants and contractors performing work under this program shall provide digital copies of all required reports and associated documentation to the Client Agency project manager and to the DAS/CS HazMat Program Manager, Matthew Pafford, at dcshazmat@ct.gov. Reports must be emailed to dcshazmat@ct.gov use the following file-naming structure:

Building #_Name of the Building_SR or CR or N_HazMat Project #_8-digit date(MMDDYYYY)_report descriptor*

Example: 16958_Durant Building_SR_2B-15-05_12032015_Asbestos.pdf

SR = Survey or Investigation Reports;
CR = Compliance Reports;
N = Asbestos Abatement Notification Forms.

*The report descriptor should identify the primary focus of the report (eg. basement asbestos, central office lead, warehouse demolition, etc).

Large files requiring multiple emails must clearly identify the total number of emails being sent in the subject line of the email, or contact the DAS/CS HazMat Program Manager and a file share option can be provided.

All reports must include a summary page that clearly identifies the following:

- DAS/HazMat Project Name;
- DAS/HazMat Project Number;
- DAS/DPW Building Number;
- Consultant and/or Contractor Project Number;
- Date of the report;
- Date range for work included in the report;
- Contact information for the Company and staff responsible for preparing the report;

Consultants and contractors are responsible for completing all state and federal notification and reporting requirements.



Statewide Hazardous Materials Abatement Program Instructions**Payment Requests:**

Invoices for work performed under this program must first be emailed to the Client Agency project manager for review and verification that the work was completed in accordance with the 1165 authorization and the applicable State Contract(s).

Once approved by the Client Agency, the invoice must then be emailed to the DAS/CS Program Manager at matthew.pafford@ct.gov and must include the DAS HazMat Project Number and Project Name in the subject line of the email.

Invoices must use the following file-naming structure when being submitted to DAS/CS:

DAS/HazMat Project Number_Contractor or Consultant Name_Contractor or Consultant Invoice Number_ Invoice Date (YYMMDD)

All invoices submitted to DAS/CS must include the following information:

- DAS/HazMat Project Name;
- DAS/HazMat Project Number;
- DAS/DPW Building Number;
- Consultant or Contractor Project Number;
- Consultant or Contractor Invoice Number;
- Consultant or Contractor Invoice Date;
- The date range for work included in the invoice;
- Must clearly identify if the invoice is a progress payment or final payment;
- An itemization of all time and materials utilized on the project (Invoice charges must not exceed the approved rates in the corresponding State Contract);

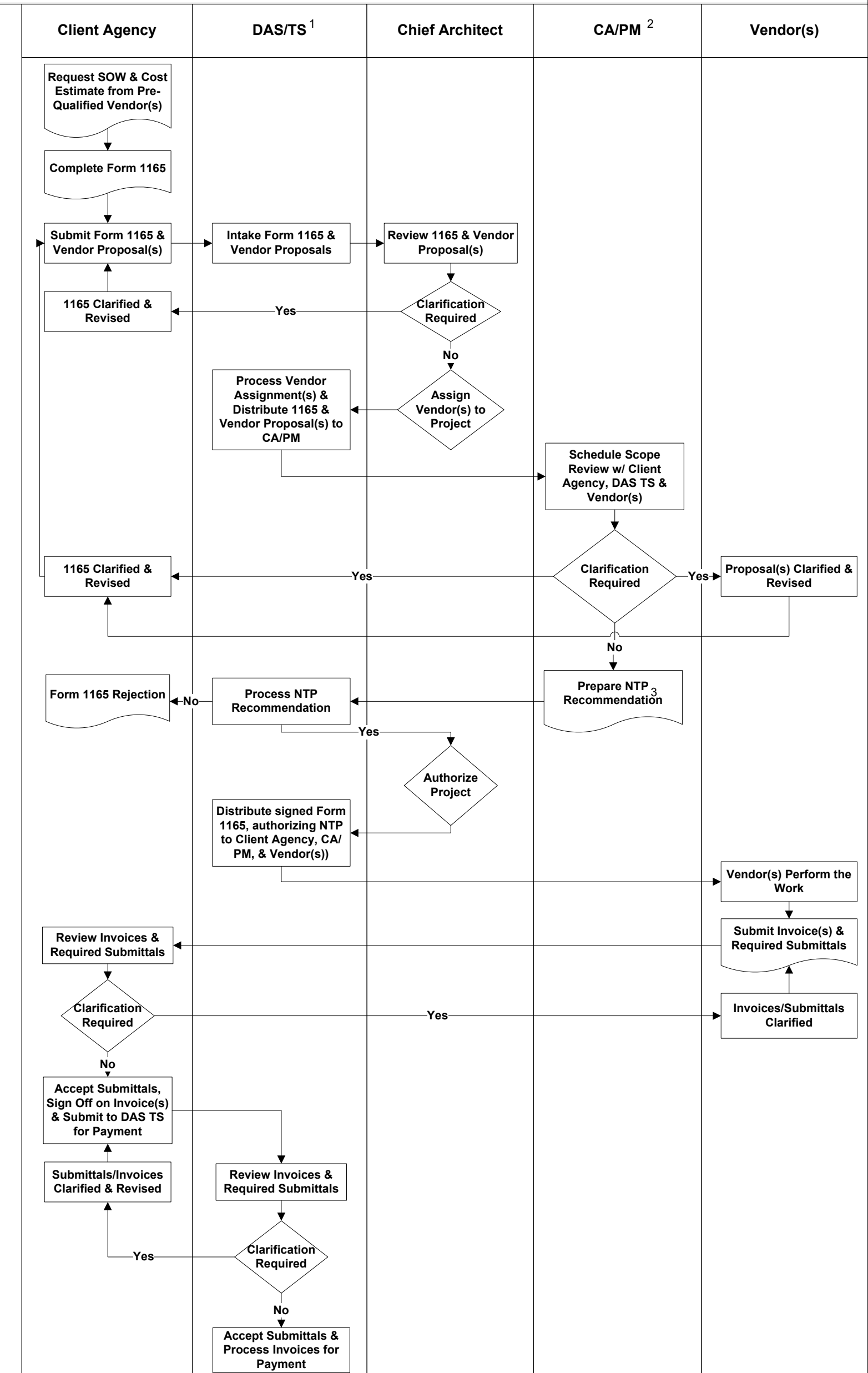
DAS/CS will not issue payment until all required reports/documentation have been submitted.

Hazardous Abatement Program Consultant/Contractor Contact List

Supplier Name	CORE CT No.	Contact	Email	Phone
Fuss & O`Neill, Inc.	19PSX0120AA	Robert May	rmay@fando.com	(860) 646-2469
ATLAS (ATC)	19PSX0120AB	Edward Fennell	edward.fennell@oneatlas.com	(860) 805-9126
TRC Environmental Corporation	19PSX0120AC	Don Lepage	Dlepage@trcsolutions.com	(413) 626-4842
Langan Engineering and Environmental Services, Inc.	19PSX0120AD	Chris Cardany	ccardany@langan.com	(203) 562-5771
BESTECH, Inc	20PSX0154AB	Eric Strickland	estrickland@bestechct.com	(860) 573-4797
Haz-Pros, Inc.	20PSX0154AC	Randy Newbury	randy@hazpros.com	(860) 214-3124
Manafort Bros., Inc.	20PSX0154AD	Michael Daversa	mdaversa@manafort.com	(860) 229-4853
New England Yankee Construction, LLC	20PSX0154AE	Christopher Godek	cgodek@neycllc.com	(203) 687-0591
Omni Environmental., LLC	20PSX0154AF	Christopher McNulty	cmcnulty@OMNIENVIR.COM	(401) 318-5439
Stamford Wrecking	20PSX0154AG	Trina Lott	tlott@demolitionservices.com	(203) 380-8300

Updated 04/19/2023

Statewide Hazardous Abatement Program Workflow



1 – DAS Technical Services
 2 – Construction Administrator/Program Manager
 3 – Notice to Proceed